

THE PUNJAB GAZETTE

PUBLISHED BY AUTHORITY

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THE PUNJAB GAZETTE

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GOVERNMENT OF THE PUNJAB LABOUR DEPARTMENT

NOTIFICATION
THE 20TH JUNE, 1973

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NOTIFICATION
The 20th June, 1973

No.11-16(Lab-II)66. The Governing Body of the Punjab Employees Social Security Institution, in exercise of the powers conferred on it by Section 80 of the West Pakistan Employees' Social Security Ordinance, 1965 (West Pakistan Ordinance No.X of 1965) have approved the following regulations which were previously published as required under sub-section (I) of the said Section: -

THE PUNJAB EMPLOYEES SOCIAL SECURITY INSTITUTION ADMINISTRATIVE AND OTHER SERVICE MATTERS (POWERS OF THE COMMISSIONER AND OTHER OFFICERS) REGULATIONS, 1973

1. **Short title commencement and application:**- (I) The regulations may be called "The Punjab Employees Social Security Institution (Administrative and other Service Matters) (Powers of the Commissioner and other Officers) regulations, 1973.

(2) They shall apply to all servants of the Institution provided that regulation 3 shall not apply to deputationists so far as the powers of punishment and appeal specified in columns 3 and 5 of Appendix "A" are concerned and Regulations 4 and 5 shall not apply to them so far as the powers specified in Serial Nos. 4,5 and 11 in part II of Appendix "B" are concerned.

2. **Definitions-** (1) In these Regulations, unless the context otherwise required the following expressions shall have the meanings hereby respectively assigned to them that is to say:-

(a) "Appendix" means Appendix "A" or "B" as the case may be to these Regulations.

(b) "Deputationists" means an employee of the Central or the Provincial Government or of an Autonomous/Semi-Autonomous/Corporate Body, whose services may have been borrowed for a specified period, on specific terms and conditions to serve the Institution on deputation.

(c) "Ordinance" means the West Pakistan Employees" Social Security Ordinance (No.X of 1965).

(2) Other expressions shall have the meanings respectively assigned to them in Section 2 of the Ordinance.

3. (1) The authorities for the purpose of appointment, punishment, appeal, transfer and for performing the function of controlling officers under T.A. Rules in respect of each person holding a post mentioned in column 2 of Appendix "A" shall be such as are specified against the post of such person in column 3 to 8 of the said Appendix.

(2) An authority empowered under these Regulations to impose a penalty on the holder of a post shall be competent to impose such penalty on every person holding such post whether such person was appointed by such authority or not.

Provided that Commissioner shall have the powers to impose any of the penalties on any holder of a post mentioned in column 2 of Appendix "A"

4. **Powers of Appointing Authorities-** All appointing authorities shall have the powers indicated in Part I of Appendix "B" in respect of the servants of the Institution whom they are competent to appoint.

5. **Powers of Transferring and Disciplinary Authorities: -**

The authorities competent to transfer, suspend and take their disciplinary action against a servant of the Institution shall have the powers indicated in Part II of Appendix "B" in respect of the servants of the Institution whom they are competent to transfer, suspend or take other disciplinary action.

6. **Additional powers of the Chairman: -** The chairman shall in addition to the powers vested in him under Regulations 3,4 and 5 shall have the powers indicated in part III of Appendix "B"

APPENDIX – “B”
PART-I
POWERS OF APPOINTING AUTHORITY

SR. NO.	NATURE OF POWER	EXTENT OF POWER
1.	Power to appoint a servant of the Institution against Vacant Post	Full Power
2.	Power to appoint a servant of the Institution in an officiating capacity to two or more posts at one time	Full Power
<u>HEADQUARTER</u>		
3.	Power to declare the headquarter of servant of the Institution	Full Power
<u>SPHERE OF DUTY</u>		
4.	Power to define sphere of duty of a servant of the Institution	Full Power
<u>MEDICARE CERTIFICATE</u>		
5.	Power to dispense with production of Medical Certificate on appointment	Full Power
6.	Re-imburement of medical charges	Full Power
<u>INCREMENTS</u>		
7.	Power of allow period spent on extraordinary leave to count for increment	Full powers, provided the leave was taken on account of illness or any other cause beyond the control of the servant of the Institution.
8.	Power to declare that the service in a lower grade or post shall not count for increment when the degraded servant of the Institution is re-instated.	Full Power
<u>HONORARIUM AND FEE</u>		
9 (a)	Power to permit a servant of the Institution to undertake services for which honorarium or fees is offered and to permit him to receive honorarium or fee upto 1,000/- in a year.	Full power, provided the service rendered does not fall within the course of the ordinary duties of the servant of the Institution
(b)	Powers to grant honorarium	Commissioner – Full powers upto a maximum of Rs. 500/- in each individual case in a year provided that service rendered does not fall within the course of ordinary duties of the servants of the institution in which case the limit will be Rs.50/-. Honorarium is not to be granted merely in recognition of the satisfactory way in which an official has carried out the work for which he is paid. The work performed should be occasional in character and either so laborious or of such special merit as to justify a special

		reward and that it has been undertaken with the prior consent of the competent authority or its amount has been fixed in advance.
<u>ADDITIONAL PAY</u>		
10.	Power to grant additional pay where charge of more than one independent post is held by a servant of the institution.	Full power in accordance with the following principles: - i) Where a servant of the institution is formally appointed to the additional post and discharges full duties of that post additional pay should not exceed 20% of the presumptive pay of the additional post provided that where the additional post is a higher post, the servant of the institution may be allowed as additional pay difference between the pay admissible to him in the lower post if that be more beneficial to him. ii) Where a servant of the institution holds the current charge of an additional post the additional pay should not exceed 10% of the presumptive pay of the additional post. iii) The additional pay shall be subject to a maximum of Rs.220/- per mensem. iv) Duration of the dual charge shall be limited to four months. If the additional charge is hld for a period of less than one months special pay/additional pay shall not be admissible. v) In case of all ministerial establishments, special pay/additional pay shall be inadmissible for holding dual charge.
<u>ABSENCE FROM DUTY</u>		
11.	Power to determine that in view of special circumstances a servant of the institution does not cease to be servant of the institution after five years continuous absence from duty.	Full Power
<u>Leave</u>		
12.	Power to grant leave to servants of the institution in respect of whom a Medical Committee has reported that there is no prospect of his ever being fit for duty.	Full Power

13.	Power to permit a servant of the Institution to accept other employment during leave preparatory to retirement.	Full Power
14.	Power to allow all kind of leave except study leave and special disability leave.	Full Power
<u>TRAVELLING ALLOWANCE</u>		
15.	Power to grant permanent Travelling Allowance or Conveyance Allowance.	Full powers in respect of posts they are competent to create and at rates not exceeding those sanctioned for posts of the same type.
16.	Powers to declare a particular servant of the institution to be entitled to railway accommodation of higher class than permitted for his grade in the case of a particular journey.	Full powers subject to quarterly return in respect of all such cases being furnished to Audit & Accounts Department of the Institution.
17.	Power to disallow Travelling Allowance for a journey to attend obligatory examination if it is considered that the candidate has culpably neglected preparing for it.	Full Powers
18.	Power to sanction Travelling Allowance for a servant of the institution compelled to answer a civil case of criminal charge in connection with official duties.	Full Powers
19.	Power to grant exemption from the rule limiting the drawl of halting allowance for a halt on a tour to a period of 10-days.	Full powers for a period of not exceeding 30-days at full rates and for a period beyond 30-ddays at half rates.
<u>RE-EMPLOYMENT</u>		
20.	Power to re-employ a servant of the institution after attaining the age of superannuation.	Full powers in accordance with the Regulations and orders of the Institution issued from time to time.
<u>RELAXATION OF AGE LIMIT</u>		
21.	Power to permit recruitment in the service of the institution of persons who exceed the age limit, prescribed in the Punjab Employees Social Security Institution (Service) Regulations, 1973.	Full powers in special circumstances which should be recorded in writing in each case and where the Regulations provide for such relaxation.
<u>JOINING TIME</u>		
22.	Power to extend joining time.	Full powers upto 30-days.
22.	Power to permit the calculation of joining time by a route other than which travelers habitually use.	full powers.

PART-II
POWERS OF TRANSFERRING DISCIPLINARY AUTHORITIES

Sr. #.	Nature of Powers	Authority exercising the powers	Extent of powers
<u>POWER OF CHARGE</u>			
1.	Powers to allow making or taking over charge at a place other than Headquarters of the servant of the institution being relieved.	Transferring Authority	Full powers
2.	Powers to permit either the relieved/relieving servants of the institution not to be present at the time of handing over or taking over charge.	Transferring Authority	Full powers
<u>INCREMENT</u>			
3.	Powers of withhold increment of a servant of the institution or to order that he should not cross an efficiency bar.	Authority competent to inflict punishment other than removal and dismissal	Full powers
<u>PAY AND ALLOWANCES</u>			
4.	Powers to fix the pay and allowances of servant of the institution transferred as penalty to lower grade or post upto the maximum of that grade or post.	Authority competent to inflict punishment other than removal and dismissal	Full powers
5.	Power to fix emoluments of a servant of the institution during suspension in accordance with the regulation.	Suspending Authority	Full Powers
<u>LEAVE</u>			
6.	Powers to decide in doubtful or inequitable cases in which servant of the institution shall be held to have been in charge and to whom the pay of the post for Sunday or Holiday shall be paid.	Suspending Authority	Full Powers
<u>TRAVELLING ALLOWANCE</u>			
7.	Powers to sanction the absence of servant on duty beyond the sphere of duty.	Controlling Officer	Full powers provided the absence does not extend beyond 30-days.
8.	Powers to decide whether a particular absence from headquarters is absence on duty and that the servant of the institution in question should be treated as on tour.	Controlling Officer	Full Powers
9.	Powers to restrict duration or frequency of tours.	Controlling Officer	Full Powers
10.	Powers to sanction travelling	Controlling	Full Powers

	allowance to a servant of the institution for journeys to attend conference held by the institution while on leave.	Officer	
11.	Powers to sanction grant of Travelling Allowance in cases where a suspended servant of the institution is required by the suspending Authority to make journey for the purpose of attending a Departmental Enquiry.	Suspending Authority	Full powers but no daily allowance should be allowed.

PART-III
ADDITIONAL POWERS OF CHAIRMAN

Sr.#.	Nature of Powers	Extent of Powers
<u>TRAVELLING ALLOWANCE</u>		
1.	Powers to grant travelling allowance to persons not in service of the institution for attending the meetings in connection with the affairs of the Institution in on honorary capacity.	Full Powers